

Student Outprocessing Procedures

C Co.
554th EN BN

1. Contact the C/554th OPS NCO to receive the following: BN clearing papers, DA Form 4036-R-C (overseas only), and instructions for completing/submitting your PCS leave form.
2. If PCSing overseas, you will need an overseas brief. Contact the BN S2 (596-8916)
3. Process Leave Form at least 14 working days prior to departure. See below for more detailed instruction.
4. Outprocess the Fort Leonard Wood installation (Building 470, Room 2108). See the BN S1 to schedule an appointment to pick up your Ft. Leonard Wood installation clearing papers at least ten working days prior to departure. You must have an approved leave form in order to pick up these papers, so don't procrastinate!
5. Execute all levels of outprocessing. As a reminder, you have 10 working days to complete this task. For those of you who PCSd here, YES, you must clear CIF even though you didn't draw any equipment! It's just one of those things— so please go with the flow!
6. Upon completion of all outprocessing, sign out/final out at BN S1. You must physically sign out for PCS leave—be sure to obtain a copy of your PCS leave form, you'll need it to inprocess at your next duty station!

Notes:

- Those approved to leave on or before graduation day—Start clearing now!
- AGR/ARNG, modified clearing but you still need to sign out at S-1. We will sign you out from the company on graduation day.
- You have 10 working days to clear; time starts on graduation day.
- You must be in the duty uniform (ACU) when clearing.
- Those that do not process their leave in a timely manner will be held beyond their proposed leave date.

UMR/Webster Participants:

- There will be a mandatory accountability/update brief twice a month. Meeting will take place at 0600 at building 1702E. A schedule will be provided to you during the outprocessing brief for your entire class.
- There is a box located in the company area for your mail/orders/1610's—check it regularly.
- AR 670-1: Enough said!
- If you need an additional APFT, check with us in advance so we can get you in with another class.

Ranger School/Sapper Leader Course:

- Sapper School candidates will draw gear at 1500 on Thursday the day before class. If you need gear sooner, call the BN S4 (596-0830) to schedule another draw.
- Ranger/SLC candidates need to see the Commander for your training memorandums.

If you have any questions call 596-0800. We will assist you in any way possible!

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First Dial Post Operator: 573-596-0131
Then enter the last 5 digits:
CDR: 6-7008
1SG: 6-7351
OPS: 6-0800
Fax: 573-596-0695
E-mail:
leon554thengrnb@conus.army.mil



Charlie Rock,
Rock Hard